



Provincial Conference 2012



Courtyard by Marriott, Downtown Toronto

January 29th to 31st, 2012

The following information will help you plan your trip and stay while in Toronto at the OHRDP 2012 Provincial Conference.

ACCOMMODATIONS:

- Overnight rooms will be booked by OHRDP. When registering, indicate that you require accommodation and for which nights.
- OHRDP will send you a room confirmation number to use when checking in.
- Basic room cost will be billed directly to OHRDP.
- You WILL be asked for a credit card at the time of check in to cover incidentals, such as: parking, room service, in room movies, etc. If no extra hotel services are used, your card will not be billed.
- If you do not have access to a credit card, contact OHRDP and we will make separate arrangements for your room.
 - ❏ ***Be advised that all rooms are non smoking and a fine of \$250 will be levied on any person who smokes inside the hotel***

TRAVEL INFORMATION:

- All Conference Participants are asked to make their own travel arrangements
- OHRDP will reimburse your travel costs according to the guidelines noted below
- Please book your travel early to ensure best rates
- Participants will be required to submit a travel expense form with original receipts and boarding passes to OHRDP no later than February 10, 2012
- Travel Expense Forms will be included in your conference package and will also be available on our website.
 - ❏ **Be sure to keep all original receipts and boarding passes!**
 - ❏ **OHRDP does not reimburse for meals.**

TRAVEL GUIDELINES:

OHRDP will reimburse you for your **travel costs** according to the following guidelines:

- If the Conference is held in your city of residence and you usually work in the downtown area, we are unable to reimburse for travel or parking.
- We ask that you are conscientious of cost and book your travel accordingly. We will not accommodate first class travel.
- If traveling by air, please use Porter Airlines wherever possible.
- If Porter is not an option and you are flying into Pearson Airport, please do not use Limo or Taxi services unless you are sharing a ride with others. Pearson offers a shuttle service which runs every half hour and can be booked in advance.
- ▶ <http://www.torontoairportexpress.com/>

Trains

Via Rail: www.viarail.com

- ▶ **from more than 100 stations in Ontario**
listed here: <http://www.viarail.ca/en/stations/ontario/list>

GO Transit: <http://www.go transit.com/publicroot/en/default.aspx>

- ▶ **from various points around the GTA**

listed here: <http://www.go transit.com/publicroot/en/schedules/sysmap.aspx>

Airlines

Porter Airlines: <http://www.flyporter.com/>

- ▶ **from Ottawa, Sudbury and Thunder Bay**

Jazz Airlines: <http://www.flyjazz.ca/en/home/aircanadajazz/default.aspx>

- ▶ **from Ottawa, Sudbury, Thunder Bay, Timmins, Sault Ste Marie, North Bay, Kingston, London, Windsor**

Driving

Personal vehicle:

OHRDP will reimburse \$0.50 per km for those traveling from out of town and using their personal vehicle to get to the conference. This rate will cover your **gas & parking** so please do not submit additional receipts if claiming for personal vehicle.

Rental vehicle:

OHRDP does not recommend the use of rental cars unless a group of people are traveling together. Please check with us before reserving a rental car. Thank you.

For directions to **The Courtyard Marriott at 475 Yonge Street, Toronto**, please refer to:
www.mapquest.ca